



The Howard County Office of Children's Services presents

# The Nest and Training Calendar

April  
May  
June  
2010

**Nest** n. 1. A shelter constructed by a bird to hold its eggs and young. 2. A warm, cozy place.

Welcome to the 45th issue of *The Nest*, the Office of Children's Services newsletter and training calendar for early care and education professionals.

#### In this issue:

- Regulation Changes
- Preschool Power Struggles
- Meet a Trainer

## Regulation Changes and Training Updates: Emergency Preparedness and Medication Administration

There has been some uncertainty regarding upcoming MSDE regulation changes in the areas of Emergency Preparedness and Medication Administration. After working with MSDE and the Office of Child Care to clarify the upcoming changes, we want to give you an update on what you can expect and what you'll need to do to prepare.

**Emergency and Disaster Preparedness:** Changes have been proposed to COMAR 13A.16.10.01, emergency requirements for licensed child care centers, family providers, and family provider applicants. This regulation change is scheduled to **take effect July 1, 2010**. **All currently licensed child care centers and family providers must complete an approved 6-hour training and a written emergency plan by July 1.** The two workshops that meet this requirement are *Project Security Blanket* and *Emergency and Disaster Preparedness*.

This regulation requires that, beginning July 1, each center and family program must have at least one person on site at all times who has completed the approved 6-hour training. It is recommended that centers consider having additional staff trained to ensure compliance at all times. Center directors/owners with questions about this regulation or possible exemptions should contact their licensing specialists.

All **family child care applicants** must complete an approved 6-hour training and emergency plan in order to receive a license. Please contact your licensing specialist regarding additional training requirements.

**Medication Administration:** Changes have been proposed to COMAR 13A.16.11.04, medication administration and storage for child care centers. **This regulation is scheduled to take effect July 1, 2011 for child care centers only. There is currently no scheduled regulation change for licensed family providers.** This regulation will require that each center have at least one staff member present at all times who has completed the approved 6-hour Medication Administration training. As of July 1, 2011, all medication, prescription and non-prescription, may only be administered to a child in care by an employee who has completed this training. It is recommended that centers consider having additional staff trained to ensure compliance at all times. This workshop is limited to 10 participants per session; please call Lacey Egerton (410-313-1923) to schedule an onsite training, or if your center needs to register more than 3 staff members for this class.

There are exceptions to this regulation if a center employs a registered nurse, licensed practical nurse, or medication technician certified by the Maryland Board of Nursing to administer medication. Please contact your licensing specialist with any questions regarding these exemptions.

### STAFF CHANGES AT THE OFFICE OF CHILDREN'S SERVICES

Recently our office has experienced a few staffing changes that our provider community may be interested in. **Dale Jackson**, former Administrator of the Office of Children's Services, has been promoted to Deputy Director of the Department of Citizen Services, the "parent" of OCS. Our new OCS Administrator is **Keri Hyde**, the Director of the Local Children's Board; she has been with OCS for eight years, focusing mainly on youth issues and community programs for children.

**Linda Behsudi**, who served as the OCS Education Program Manager, has moved on to a new position as the Director of Howard County Head Start. Linda previously managed training and education, and this role will now be filled by **Debbie Yare**, who continues at OCS as Information and Referral Program Manager.

Please join with us in wishing the best for all of our incoming and departing staff!



## Quick Reference

Maryland Poison Center  
1-800-222-1222

Howard County Office of  
Children's Services  
410-313-1940

LOCATE: Child Care  
410-313-1930

The CARE Center  
410-313-CARE (2273)

Office of Child Care  
410-750-8771

Howard County Family  
Child Care Association  
301-776-4841

Maryland State Family  
Child Care Association  
301-871-6810

Howard County Health  
Department  
410-313-6300

Child Care Food Program  
410-256-9774

Child Protective Services  
410-872-4203

Grandparents as Parents  
410-313-2273

Library Link: Child Care  
410-313-7783

Maryland Children's  
Health Program (MCHP  
Insurance)  
410-313-7500

Maryland Family Network  
410-752-7588

Child Care Subsidy  
410-872-8700

Early Intervention  
410-313-7017

Safe Kids Coalition  
410-313-6090



## LOCATE: Child Care

Our goal at LOCATE is to help parents through the sometimes overwhelming process of choosing child care. After our LOCATE counselors provide them with referral lists of programs and providers that meet their needs and preferences, it is up to you to sell your program to those callers! Here are some things to keep in mind as you begin cultivating potential new clients:

Keep your information current with LOCATE by completing your questionnaire annually and notifying us of your vacancies monthly.

Parents are very busy and may only try to reach you once. A pleasant, professional voicemail message stating the name of your business and any openings you may have might encourage them to call back, or reassure them that you will be returning their call.

Return every call, even if you have no openings. The family may call you at a later date if they still need care, or might pass on your name to another family. Keep a record of each caller's name and number. You never know when you may have an opening!

Prepare and practice a standard introductory statement about your program for when you speak with a potential client. Be sure to mention the wonderful and unique things you offer the children, emphasizing your background, training, and years of experience.

For more tips about marketing your program, please call Joan Johnson, Technical Assistance Specialist, at 410-313-1432.

LOCATE offers a prize each month in a drawing of all providers who have returned their questionnaires. Recent winners include **Debbie Riordan, Kimberly Stinnett, and Stacy Poole**. They returned their annual questionnaires and won - you could, too!

## Celebrating Successes for Children

Our annual awards ceremony, Celebrating Successes for Children, will take place on April 29 this year. This event, in its 11th year, honors people and programs who have made a difference in the lives of Howard County children. Honorees include teachers, coaches,

## Professional

## Development Updates

**CDA:** Our CDA Prep Program provides 16 hours of required training and technical assistance, including developing a professional resource file and preparing for the interview and observations. Cost is \$118; scholarships may be available. Classes begin in May.

**Maryland Credential:** This quarter, we are offering an expanded version of the Maryland Credential class in partnership with HCC. The two-part class will be held at HCC on April 21 and 28. Call 410-313-1432 for information.

**Congratulations to Charlene Gibson** of Howard County Head Start, who received her CDA in November!

**For more information on any of these classes or programs, call Joan Johnson at 410-313-1432.**

Scout leaders, child care providers, summer camp staff, dance teachers, grandparents, youth mentors, and many others. Please consider nominating someone, and tell your parents about this awards event!

**We will continue accepting nominations through March 26th; please visit our website at [www.howardcountymd.gov/children](http://www.howardcountymd.gov/children) to submit your nomination online or to print out a paper form. You can also call us at 410-313-1940 to request a paper copy of the form.**

## Reminders from OCC

Barbara McCready of the Office of Child Care asks that family child care providers keep the following regulation changes in mind.

Your contract with parents must now include the form of child care discipline, and a listing of any pets in your home.

Also, if your family child care program includes space for four infants, both you and your co-provider must complete the 45-hour Infant and Toddler class by Dec. 31, 2010.

If you have any questions about these or other regulations, please call your Licensing Specialist at 410-750-8771.

## Ask Joan

*Our Technical Assistance Specialist, Joan Johnson, is a fantastic resource for questions or concerns you may have about running your business, regulations, marketing, training, accreditation...the list is endless! If you have a question you'd like answered, please contact Joan: [jmjohnson@howardcountymd.gov](mailto:jmjohnson@howardcountymd.gov) or 410-313-1432.*



**How can I find out more about the state-approved curriculum choices?** The Maryland State Department of Education recently announced that it has expanded its statewide recommended list of early childhood curricula for use with three- to five-year-olds. The nine recommended curricula align with the frameworks of the Maryland State Curriculum. By providing this list, MSDE is offering early childhood programs guidance in the selection of an appropriate curriculum to improve the early learning opportunities of young children in their programs. Detailed information about all of the selected programs can be found at MSDE's website, [http://marylandpublicschools.org/MSDE/divisions/child\\_care/preschool\\_curriculum/overview](http://marylandpublicschools.org/MSDE/divisions/child_care/preschool_curriculum/overview) - if you have more questions about how to choose a curriculum, please call Joan at 410-313-1432.

power struggle with a young child can be frustrating. Here are some ideas to help you avoid them:

- Be clear and concise about what you want, and about what will happen if the child does or does not do what you ask.
- Be consistent with consequences. Follow up with both positive or negative consequences.
- Don't get caught in the loop of arguing or explaining.
- Follow a daily routine as much as possible; this helps the child understand what to expect and what is expected of him.
- Acknowledge the child's feelings. If she is frustrated with a task, ask how you can help.
- Stay calm, and keep a kind tone in your voice. When you get upset or lose control, you are showing the child that he has power over you.
- Make sure your expectations for the child are truly realistic. Review the appropriate developmental milestones for her age. Sometimes, a parent or provider is simply asking more from the child than her capabilities allow.

If you'd like more ideas on dealing with power struggles, or other behavior concerns, call the CARE Center. We offer free behavioral assistance and strategies that early childhood providers can use with children ages 0 - 5 years who have challenging behaviors. Reach us at 410-313-CARE (2273) or [children@howardcountymd.gov](mailto:children@howardcountymd.gov).

## Children's Discovery Fair



The 8th annual Children's Discovery Fair will be held on Saturday, April 17th, from 10 am to 1 pm, at the East Columbia Branch Library. Admission is free. This year's theme is My Feelings, My Friends, My Family; hands-on activities

for children ages 3 - 5 years and their families will focus on social-emotional development. Interactive games, songs, crafts, and stories will help young children learn how to identify and express their feelings and to relate positively to those around them. Please bring your children or grandchildren, or feel free to stop by to get new ideas for activities to use in your program! For more information, call 410-313-1940.

## The CARE Center Corner: Preschool Power Struggles

Power struggles are a normal part of social and emotional development in young children. At this age, children are learning that they have their own thoughts, feelings, and desires, which may be different (and completely opposite to) those of their parents and caregivers. Engaging in a

## Meet a Trainer: Becky Ramsing

This spring we welcome back one of our popular trainers, Becky Ramsing. Becky, a Registered Dietitian, has more than 20 years of experience teaching nutrition in clinical, academic, and community settings. She has just returned from a year in Jinja, Uganda, where she and her family worked with an indigenous organization serving children and families affected by HIV/AIDS.

Now back in Howard County, she works with the University of Maryland Extension as a nutrition, health, and wellness educator, and also consults with Head Start and other local groups. Outside of work, she keeps busy running, volunteering, and being a mom of three. She enjoys sharing her love of food, health, and fitness with people who will pass it on!

Becky's goal is to empower child care providers to offer healthy foods in a safe setting, and to help you guide children in making positive choices as they grow. Becky's workshops focus on using food labels to make educated and nutritious selections, making sure children get the right amounts of the right nutrients each day, and preparing healthy meals and snacks that are fun to make and eat. Two of Becky's classes are featured in the attached calendar - be sure to check them out!



## Community Notes

### Remind Parents: Kindergarten Registration

To help support families in the transition to Kindergarten, please let them know that the Kindergarten Registration Period for Howard County Public Schools began in March. Parents can use the School Locator on [www.hcpss.org](http://www.hcpss.org) to find their neighborhood school, then drop in to register their child for Kindergarten. After registering a child, parents can opt to receive e-newsletters, information about the school, and details about upcoming events.

### Howard County Family Child Care Association

The HCFCCA is a professional organization of family providers. Meetings are at 6:30 pm on the first Thursday of each month, and include a training workshop (free for members, \$10 for non-members). Upcoming topics include: April 1: Respecting Diversity and Supporting Multiculturalism; May 6: ¡Hola! Introducing Spanish to Children, and June 3: Beyond Story Time. For more information, call 410-461-3814.

### Include Children in the Census!

Children have been undercounted in every US Census since the first one, in 1790. You can help by reminding parents to include all of their children on their census form. Every person in a household should be counted, regardless of age, nationality, citi-

zenship status, race, or gender. Census data will be used to determine how to distribute more than \$400 billion in federal funds each year to communities for schools, hospitals, roads, senior services, and other projects. Make sure everyone in your community is counted! Get more information on the census, including printable flyers for parents, at [2010.census.gov](http://2010.census.gov).

### Cash Reimbursement for Meals Served to Kids

Family providers and center programs can receive payments for meals served to eligible children through the Child and Adult Care Food Program. Get reimbursed for up to two meals and a snack per child, per day. Meals must meet USDA requirements. Reimbursements range from \$.75 to \$4.88 per child in center programs, and \$1.92 to \$4.00 per child in family child care programs. CACFP also provides training and technical assistance. Family providers should contact 410-256-9774 or visit [www.theplanningcouncil.org](http://www.theplanningcouncil.org). Centers should contact 410-767-0214 or [www.eatsmartmaryland.org](http://www.eatsmartmaryland.org).

### Bring a Can to Class

We are continuing to collect canned goods and nonperishable food items for the Howard County Food Bank. Consider bringing an item to your next workshop at OCS!



## Learning Activities

The Parents as Teachers Program is part of the Office of Children's Services. PAT Parent Educators visit families in the program to teach them about child development, parenting skills, and learning activities so they can be their child's first, best teacher. At each visit, the PAT Parent Educator shares information about the child's current stage of development and suggests easy, inexpensive activities using materials already around the house. The Parent Educator emphasizes why the activity is important, how it helps the child's development, and what the parent can observe about the child.

These activities would be a great addition to any child care program - it's always nice to have new, inexpensive ideas to help the children learn. We'll print a new PAT activity for you in each issue!

## Apple Sorting

developmentally appropriate for children at **27 months**



### What you need:

- Apple shapes cut from construction paper: one big and one small apple from each of the following colors: red, green, and yellow
- Bag or basket with a handle

### What to do:

- Allow the child to examine all the apples. Show each pair of apples to the child, explaining that they are the same color. Name the color.
- Choose one apple, and ask the child to find another apple of the same color.
- If the child can match all of the colors, ask her to give you a red apple. If she can't match the color, show her a red one and ask her to match it.
- Ask her to name the color of each apple.
- Talk about the size of the apples, and show the child how to sort them by size.
- Place the apples around the room. Take the basket and pretend to pick apples with the child, putting each one into the basket as you name its color and size.
- If the child understands the concepts of color and size, have her pick an apple with certain characteristics (i.e., a yellow

one, a big one, a small red one).

### What it means:

At age 2, a child is interested in observing and investigating the world around her. Her exploration is driven by intellectual curiosity, and she begins to notice the ways in which objects are alike and different. This change in ways of thinking allows her to match, sort, and classify. **Matching** involves finding things that are identical. **Sorting** involves separating unlike things into groups according to their similarities. Objects do not have to be identical to be sorted into the same group. **Classifying** involves identifying an object as part of a pre-existing group.

Color and size are two characteristics that children begin to notice at this age. Colors are learned in the following progression: first, the child learns to match colors that are the same, then she can point to a requested color, and finally, she can name the color. The child may refer to the size of objects by relating them to something she knows, such as calling the smallest object the "baby." Learning about size is one way to help the child discern patterns in everyday life.

# Howard County Office of Children's Services Training Calendar

**April  
May  
June  
2010**

- Pre-registration and payment are required in advance for all classes.
- Register online at [www.howardcountymd.gov/children](http://www.howardcountymd.gov/children), or by mail or phone.
- A complete list of Registration Policies and Procedures is on page 11. For general information about workshops, please call us at 410-313-1940.

## April 2010

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

### 9 Hour Communications Class for Center Staff

3 Tuesdays: Apr. 6, 13, & 20 6:30 - 9:30 pm  
Core Credit: 9 hrs (4.5 PRO+4.5 COM) Ages: All  
\$50 Instr: L. Egerton Location: OCS

*This series of 3 modules meets the MSDE requirement for 9 hours of communications credit for center and preschool Directors, Teachers, and Assistants. Participants must attend all 3 modules in order to receive credit.*

Module 1: Learn the components of effective communication with co-workers, families, and children.  
Module 2: Learn how positive communication affects children's development. Identify communication opportunities with families and the importance of family partnerships.  
Module 3: Learn how classroom communication impacts the tone and feeling in the room. Work towards effective communication between co-workers and administrators.

### Medication Administration

Sat. April 10 9:30 - 4:00 pm ALL Levels  
Core Credit: 6 hrs HSN Ages: All  
\$40 Instr: M. Conway Location: Bain Center

This MSDE-designed workshop will teach providers what they need to know when administering medication to children. Learn how to give oral, topical, inhaled, and emergency medicines to infants and children; how to keep accurate records; regulations for hygiene, safety, and measurement. Please bring a bagged lunch. This class begins with a brief quiz on basic math and English reading skills that you must pass in order to stay for the class; if this is a concern, call Lacey at 410-313-1923 to discuss.

**new!**

### Meaningful Music

Mon. April 12 6:30 - 9:30 pm ALL Levels  
Core Credit: 3 hrs CUR Ages: PS/SA  
\$25 Instr: E. Stinchcomb Location: OCS

*This class includes 1 hour in the area of Working with Mixed Age Groups.*



Incorporating songs and other music into your daily activities can enhance and increase children's learning in all domains. Enjoy hands-on activities and music, and learn to make some simple musical instruments. Use music to celebrate special days in May, including Musical Instrument Day on May 22, Cinco de Mayo, Mother's Day, and Teacher Appreciation Day.

### Responsive Supervision

Thurs. April 15 6:30 - 9:30 pm ALL Levels  
Core Credit: 3 hrs HSN Ages: All  
\$20 Instr: J. Johnson Location: OCS

*This class includes 1 hour in the area of Working with Mixed Age Groups.*

The ins and outs of child care regulations can be confusing. Can you leave a toddler inside while you take older children out to play? What about leaving the children together in a room while you go down the hall to make a snack? This class will clarify the rules that pertain to safety and supervision, and will offer ways to meet the children's needs while staying within state regulations. This class is appropriate for both family providers and center staff.

### Infant/Child and Adult CPR Certification

Sat. April 17 9 am - 12 noon ALL Levels  
Certification Only (no Core or CDA credit)  
\$40 Instr: PPM Location: OCS

Acceptable for licensing, certified by the American Heart Association, and good for two years.

### First Aid Certification

Sat. April 17 12:30 pm - 4:30 pm ALL Levels  
Certification Only (no Core or CDA credit)  
\$40 Instr: PPM Location: OCS

Acceptable for licensing, certified by the National Safety Council, and good for three years.

### MMSR Domains: The Arts

2 Mondays: Apr. 19 & 26 6:30 - 9:30 pm ALL Levels  
Core Credit: 6 hrs (2 CD + 4 CUR) Ages: PS  
\$30 Instr: C. Bethke Location: OCS

*Participants must attend both nights to receive credit.*

Music, dance, creative movement, and visual arts are all parts of a well-rounded arts program. Consider how children express their imagination and appreciation for the arts.



**Register online! [www.howardcountymd.gov/children](http://www.howardcountymd.gov/children)**

**Using Literacy Skills Throughout the Day**

Wed. April 21 6:30 - 9:30 pm ALL Levels  
 Core Credit: 3 hrs (2 CUR + 1 CD) Ages: PS  
 \$20 Instr: S. Peyser Location: OCS

*This class includes 1 hour in the area of Working with Mixed Age Groups.*

Learn about the foundational skills of literacy, and how you can find opportunities to encourage literacy and pre-literacy development during your regular routine. Experiment with letter formation, rhyming, letter identification, observational drawing techniques, and more.

**Common Childhood Illnesses**

Thurs. April 22 6:30 - 8:30 pm ALL Levels  
 Core Credit: 2 hrs HSN Ages: All  
 \$15\* Instr: J. Slayton Location: OCS

Includes symptoms to look for, incubation periods, when a child must be excluded from the child care setting, and current immunization recommendations.

**Way to Grow 4: Working with Parents**

Tues. April 27 6:30 - 9:30 pm ALL Levels  
 Core Credit: 3 hrs (2 PRO+1 COM) Ages: I/T  
 \$10\* Instr: L. Egerton Location: OCS

*This class includes 1 hour in the area of Working with Mixed Age Groups.*

Learn about the unique needs of parents of infants and toddlers and ways to build trusting, valuable partnerships. Discuss developmental needs of first-time and experienced parents, ways to get them involved in your program, how to sensitively share milestones, and handling parenting styles.

**new!**

**Differentiated Instruction**

Wed. April 28 6:30 - 9:30 pm Intermediate  
 Core Credit: 3 hrs (1.5 CUR+1.5 SN) Ages: PS  
 \$20 Instr: J. John Location: OCS

*This class includes 1 hour in the area of Working with Mixed Age Groups.*

Differentiated instruction is a teaching method that incorporates each child's learning style into your everyday individual, small-group, and large-group instruction. These strategies can help each child reach their full potential. Make some practical materials to use right away.

**May 2010**

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**Medication Administration**

Sat. May 1 8:30 am - 3:00 pm ALL Levels  
 Core Credit: 6 hrs HSN Ages: All  
 \$40 Instr: C. Fleming Location: OCS

See description on page 5.

**FCCP: Curriculum Module (Planning for Success!)**

Mon. May 3 5:45 - 9:45 pm Initial Training  
 Core Credit: 4 hrs CUR Ages: All  
 \$20 Instr: G. Gulliford Location: OCS

*This class is part of the Initial Training Series, required for family child care applicants and also open to current family providers for renewal credit.*

Participants will gain a better understanding of the components of a family child care curriculum, how to create a developmentally appropriate curriculum, and how to plan and design a family child care home.

**Way to Grow 3: Routines for Infants and Toddlers**

Tues. May 4 6:30 - 9:30 pm ALL Levels  
 Core Credit: 3 hrs (2 CUR+1 CD) Ages: I/T  
 \$10\* Instr: L. Egerton Location: OCS

*This class includes 1 hour in the area of Working with Mixed Age Groups.*

Explore ways to plan for infants and toddlers in your program. Discuss appropriate routines and activities that take into account individual needs, skills, and interests of each child. Learn how to plan for mixed age groups, how to ensure that home and program routines are complementary, and how the role of primary caregiver helps with social and emotional development.

**new!**

**CSEFEL: Building Positive Relationships**

Wed. May 5 6:30 - 9:30 pm ALL Levels  
 Core Credit: 3 hrs (2 COM + 1 PRO) Ages: PS  
 \$20 Instr: J. Johnson Location: OCS

*This class is part of the CSEFEL series on social-emotional development. Take one class or sign up for the whole series! This class includes 1 hour in the area of Mixed Age Groups.*

Why are positive relationships with children and their families so important, and how do our attitudes influence them? Learn about key social-emotional skills children need upon entering kindergarten, and how they impact challenging behaviors.



**new!**

**Helping the Sensory-Sensitive Child Cope**

Thurs. May 6 6:30 - 8:30 pm ALL Levels  
 Core Credit: 2 hrs SN Ages: All  
 \$10\* Instr: PALS Location: OCS

Ever wonder why some children have difficulty settling down after activities, are picky eaters, or have trouble accepting changes in their everyday lives? Expand your knowledge of typical vs. atypical sensory challenges. Learn how to incorporate practical strategies to help children address their sensitivities.

**Your Nutrition Toolbox**

Mon. May 10 6:30 - 9:30 pm ALL Levels  
 Core Credit: 3 hrs HSN Ages: All  
 \$20 Instr: B. Ramsing Location: OCS

*This class includes 1 hour in the area of Working with Mixed Age Groups.*

Providing healthy snacks and meals for the children is critical! Get some new strategies to pack in your "toolbox" that will help you decide what's best. Learn more about children's daily nutritional requirements, and how to figure out whether one choice is better than another. Learn how to

get kids involved in preparing healthy foods and learning how to make healthier choices for themselves.

### SIDS: Sudden Infant Death Syndrome

Tues. May 11 6:00 - 8:00 pm ALL Levels  
Core Credit: 2 hrs SIDS Ages: I/T  
\$10 Instr: G. Gulliford Location: OCS

*A SIDS class is required for family child care applicants and for any family provider seeking to become licensed for infant care.*

SIDS is the sudden, unexplained death of a healthy infant under 12 months. The cause of SIDS is unknown, but there are ways to make babies in your care safer.

### **new!** Get Crafty! Classroom Materials to Make at Home

Wed. May 12 6:30 - 9:30 pm ALL Levels  
Core Credit: 3 hrs PRO Ages: All  
\$20 Instr: J. John Location: OCS

When money is tight, it's good to have the skills to make items you need to keep your program running smoothly. Learn ways to create the materials you need with items you already have! These practical and inexpensive ideas will help keep you and the children organized all year long.



### Anticipating and Preparing for Emergency Situations

Thurs. May 13 6:30 - 9:30 pm ALL Levels  
Core Credit: 3 hrs HSN Ages: All  
\$20 Instr: J. Johnson Location: OCS

*This class satisfies general Core of Knowledge training for center staff and licensed family providers, and meets the 3-hour Emergency Preparedness requirement for first-year renewals for family providers. This workshop does not meet the 6-hour COMAR requirement effective July 1, 2010 (see page 1).*

What would you do in case of a gas leak, disease outbreak, or bomb threat? Under what circumstances would you evacuate your program to a safe location, or shelter in place? Discuss these possibilities and others and learn how you can plan ahead.

### Using Music to Support Literacy

Fri. May 14 6:30 - 9:30 pm ALL Levels  
Core Credit: 3 hrs CUR Ages: All  
\$20 Instr: L. Harper Location: OCS

*This class includes 1 hour in the area of Mixed Age Groups.*

Learn how to use music activities in your program to support literacy learning throughout the day. Discuss how to support expressive and receptive language development by creating new words and themes for familiar themes.

### Understanding Autism in Early Childhood Education

Sat. May 15 8:30 - 11:30 am ALL Levels  
Core Credit: 3 hrs (2 SN+1 COM) Ages: PS/SA  
\$20 Instr: R. Nolan Location: OCS

*This class includes 1 hour in the area of Mixed Age Groups.*

Learn to recognize early signs that may indicate autism. Discuss what to do and how to proceed if you notice these signs in a child. Understand the basic characteristics of autism, and review some interventions and modifications to help you work with children with autism.

### FCCP: Special Needs Module (*Making it Work for All*)

Sat. May 15 12:00 - 4:00 pm Initial Training  
Core Credit: 4 hrs SN Ages: All  
\$20 Instr: R. Nolan Location: OCS

*This class is part of the Initial Training Series, required for family child care applicants and also open to current family providers for renewal credit.*

Basic concepts of inclusive care for family providers. Topics include the Americans with Disabilities Act and how it applies to child care, plus health, behavioral, and developmental issues that must be addressed.

### FCCP: Professionalism Module (*Keeping It Real!*)

Mon. May 17 5:45 - 9:45 pm Initial Training  
Core Credit: 4 hrs PRO Ages: All  
\$20 Instr: G. Gulliford Location: OCS

*This class is part of the Initial Training Series, required for family child care applicants and also open to current family providers for renewal credit.*

Explore and understand specific concepts and practices that will lay the foundation for a successful program, including supervision, abuse/neglect, appropriate guidance, record keeping, marketing, contracts, and policies and procedures.

### **new!** Happy Campers: Outdoor Play

Tues. May 18 6:30 - 9:30 pm ALL Levels  
Core Credit: 3 hrs CUR Ages: PS/SA  
\$20 Instr: E. Stinchcomb Location: OCS

*This class includes 1 hour in the area of Mixed Age Groups.*

June is National Safety Month, and also includes Bald Eagle Day, Juggling Day, Paul Bunyan Day, and Father's Day. Review the benefits of outdoor play and activities and learn how to set up a safe and engaging outdoor classroom. Make some new and different crafts from items found outdoors, including something special for Dad.

### FCCP: Health & Safety Module (*Keeping Kids Fit & Safe*)

Wed. May 19 5:45 - 9:45 pm Initial Training  
Core Credit: 4 hrs HSN Ages: All  
\$20 Instr: M. Conway Location: OCS

*This class is part of the Initial Training Series, required for family child care applicants and also open to current family providers for renewal credit.*

Learn the basic concepts of health, safety, and nutrition for family care programs. Topics include emergency preparedness, menu planning, and specific issues of concern for the health and safety needs of young children.

### Emergency and Disaster Preparedness

2 Thurs. May 13 & 20 6:30 - 9:30 pm ALL Levels  
Core Credit: 6 hrs (3 PRO + 3 HSN) Ages: All  
\$30 Instr: L. Egerton Location: Extension

*This workshop meets the 6-hour COMAR requirement taking effect on July 1, 2010, for centers, family providers, and family child care applicants.*

*Participants must attend both nights to receive credit.*

In this class, participants will discuss and develop written plans specific to their programs for use when disaster occurs. Topics include medical emergencies, natural disasters, community issues, and technological hazards. Written plans will address special needs, parent notification, sheltering and evacuation, resources, etc.

**new!**

**Movin' and Groovin': Early Motor Development**

Thurs. May 20 6:30 - 8:30 pm ALL Levels  
 Core Credit: 2 hrs CD Ages: All  
 \$10\* Instr: PALS Location: OCS

*This class includes 1 hour in the area of Mixed Age Groups.*

Current brain development research continues to urge educators to keep kids moving throughout their day because it can help them stay focused and attentive. Discuss early motor development, including fine and gross motor skills. Try out some quick, simple activities to adapt for your program.



**Emergency and Disaster Preparedness**

2 Thurs: May 27 & June 3 6:30 - 9:30 pm ALL Levels  
 Core Credit: 6 hrs (3 PRO + 3 HSN) Ages: All  
 \$30 Instr: J. Johnson Location: OCS

*This workshop meets the 6-hour COMAR requirement taking effect on July 1, 2010, for centers, family providers, and family child care applicants.*

*Participants must attend both nights to receive credit.*

See description on page 7.

**June 2010**

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

**Infant/Child and Adult CPR Certification**

Sat. May 22 9 am - 12 noon ALL Levels  
 Certification Only (no Core or CDA credit)  
 \$40 Instr: PPM Location: OCS

See description on page 5.

**First Aid Certification**

Sat. May 22 12:30 pm - 4:30 pm ALL Levels  
 Certification Only (no Core or CDA credit)  
 \$40 Instr: PPM Location: OCS

See description on page 5.

**FCCP: Child Development Module (Baby to Bigger Steps)**

Mon. May 24 5:45 - 9:45 pm Initial Training  
 Core Credit: 4 hrs CD Ages: All  
 \$20 Instr: S. Peyser Location: OCS

*This class is part of the Initial Training Series, required for family child care applicants and also open to current family providers for renewal credit.*

This workshop covers basic child development concepts including stages of growth and development, leading child theorists, and an overview of learning theories.

**FCCP: Community Module (Planting the Seed)**

Tues. May 25 5:45 - 9:45 pm Initial Training  
 Core Credit: 4 hrs COM Ages: All  
 \$20 Instr: G. Gulliford Location: OCS

*This class is part of the Initial Training Series, required for family child care applicants and also open to current family providers for renewal credit.*

This workshop will focus on developing and maintaining relationships with children, families, and the community.

**new!**

**Exploring the Sky and Solar System**

Tues. June 1 6:30 - 9:30 pm ALL Levels  
 Core Credit: 3 hrs CUR Ages: PS/SA  
 \$25 Instr: E. Stinchcomb Location: OCS

*This class includes 1 hour in the area of Working with Mixed Age Groups.*

Have fun focusing on what we see in the sky as you help children gain math, science, and other skills by studying the sun, moon, planets, and stars. Enjoy hands-on activities supported by music and books to add to the excitement of learning just by looking up!



**Keeping Our Children Safe: Preventing Child Abuse**

Wed. June 2 6:30 - 9:30 pm ALL Levels  
 Core Credit: 3 hrs (2 HSN + 1 COM) Ages: All  
 \$10\* Instr: C. Lunn Location: OCS

*This class includes 1 hour in the area of Mixed Age Groups.*

Our children are our greatest asset - let's protect them! Learn how to recognize signs of abuse, and how to report suspected abuse in Howard County. Discuss ways you can help prevent abuse in your community.

**new!**

**CSEFEL: Designing Supportive Environments**

Wed. May 26 6:30 - 9:30 pm ALL Levels  
 Core Credit: 3 hrs (2 CUR+1 SN) Ages: PS  
 \$20 Instr: J. Johnson Location: OCS

*This class is part of the CSEFEL series on social-emotional development. Take one class or sign up for the whole series! This class includes 1 hour in the area of Working with Mixed Age Groups.*

Classroom arrangement and design of traffic patterns and learning centers can impact behaviors. Learn how to effectively use schedules, routines, and transitions; gain an understanding of the importance of setting rules and directions in the classroom.



**Medication Administration**

Sat. June 5 8:30 am - 3:00 pm ALL Levels  
 Core Credit: 6 hrs HSN Ages: All  
 \$40 Instr: M. Conway Location: OCS

See description on page 5.

**Literacy + Math = Fun!**

Mon. June 7 6:30 - 9:30 pm ALL Levels  
 Core Credit: 3 hrs CUR Ages: PS  
 \$20 Instr: S. Peyser Location: OCS

*This class includes 1 hours in the area of Mixed Age Groups.*

Learn to integrate math content and vocabulary throughout the day. Associate picture books with math concepts, and learn about the math-related skills children will need to be successful when entering kindergarten.

**Project Security Blanket**

2 Tuesdays, June 8 & 15 6:30 - 9:30 pm ALL Levels  
 Core Credit: 3 PRO+3 HSN Ages: All  
 \$15\* Instr: J. Johnson Location: OCS

*This workshop meets the 6-hour COMAR requirement taking effect on July 1, 2010, for centers, family providers, and family child care applicants. Participants must attend both nights to receive credit.*



Develop a comprehensive plan to follow when a disaster occurs. Natural disasters, medical emergencies, techno-logical hazards, and family/community concerns (disgruntled parents, missing children) will be covered. Ensure that your plan addresses special needs, notifying parents, sheltering, evacuation, and other possibilities!

**new! Time Management Skills**

Wed. June 9 6:30 - 9:30 pm ALL Levels  
 Core Credit: 3 hrs PRO Ages: All  
 \$20 Instr: L. Egerton Location: OCS

Understand why we procrastinate, and some strategies to overcome it. Learn how easy it can be to implement time management systems, and examine sample planning tools. Learn how to better manage your personal and professional time, so you can have more time to do the things you love!

**Healthy Kids**

Thurs. June 10 6:30 - 9:30 pm ALL Levels  
 Core Credit: 3 hrs HSN Ages: All  
 \$20 Instr: B. Ramsing Location: OCS

Keeping kids healthy means getting them to eat enough vitamins and minerals to help fight illness and feel more energetic. Food choices can influence whether kids become overweight, have strong bones or develop high blood pressure or diabetes. Incorporate healthy activity into your daily routine, and learn to deal with picky eaters!



**Medication Administration**

Sat. June 12 9:30 am - 4:00 pm ALL Levels  
 Core Credit: 6 hrs HSN Ages: All  
 \$40 Instr: TBD Location: Bain Center

See description on page 5.

**Way to Grow 8: Infant and Toddler Special Needs**

Mon. June 14 6:30 - 9:30 pm ALL Levels  
 Core Credit: 3 hrs (2 SN +1 CD) Ages: I/T  
 \$10\* Instr: L. Egerton Location: OCS

*This class includes 1 hour in the area of Working with Mixed Age Groups.*

Learn to identify special needs of infants and toddlers, and how to care for them appropriately. Get information on special needs topics including food allergies, environmental allergies, diagnosed disabilities, and resources that can assist you in caring for these children.

**new! CSEFEL: Social-Emotional Teaching Strategies**

Wed. June 16 6:30 - 9:30 pm ALL Levels  
 Core Credit: 3 hrs (2 CUR+1 CD) Ages: PS  
 \$20 Instr: J. Johnson Location: OCS

*This class is part of the CSEFEL series on social-emotional development. Take one class or sign up for the whole series!*

Examine how children develop social-emotional skills. Help them learn friendship skills, how to identify feelings in themselves and others, and how to express these feelings. Learn ways to help children relax and understand empathy. Meet Tucker the Turtle, who can help children control their anger and impulses and learn to use problem-solving steps.



**Mix It Up: Working with Mixed Age Groups**

Thurs. June 17 6:30 - 9:30 pm ALL Levels  
 Core Credit: 3 hrs (1.5 CD+1.5 CUR) Ages: All  
 \$20 Instr: C. Bethke Location: OCS

*This class includes 3 hours in the area of Working with Mixed Age Groups.*

Working with a group of children who are different ages presents child care providers with unique challenges and opportunities. Learn strategies to overcome challenges, create daily schedules, and meet the needs of each child.

**MMSR Domains: Social Studies**

2 Wed: June 23 & 30 6:30 - 9:30 pm ALL Levels  
 Core Credit: 6 hrs (2 CD + 4 CUR) Ages: PS  
 \$30 Instr: C. Bethke Location: OCS

*Participants must attend both nights to receive credit.*

Go beyond community helpers and introduce skills and concepts to help children grow into responsible adults. Economics, geography, civics, relationships between people, and relationships with the environment are all components of social and cultural understanding.

**Get Ready, Get Set, Transition!**

Thurs. June 24 6:30 - 9:30 pm ALL Levels  
 Core Credit: 3 hrs (2 CD+1 CUR) Ages: PS  
 \$20 Instr: S. Peyser Location: OCS

*This class includes 1 hour in the area of Working with Mixed Age Groups.*

Transitions can be difficult for children, but making your expectations clear can eliminate the stress and help prepare children for school experiences. Learn how to make transitioning easier for you and the children, and educate and empower parents to ensure a successful outcome.

**Infant/Child and Adult CPR Certification**

Sat. June 26 9 am - 12 noon ALL Levels  
 Certification Only (no Core or CDA credit)  
 \$40 Instr: PPM Location: OCS

See description on page 5.

**First Aid Certification**

Sat. June 26 12:30 pm - 4:30 pm ALL Levels  
 Certification Only (no Core or CDA credit)  
 \$40 Instr: PPM Location: OCS

See description on page 5.

## Training Requirements

### Family Child Care - New Applicant

- All 6 4-hour Initial Training Modules
- Infant/Child/Adult CPR Certification and First Aid Certification
- SIDS: Sudden Infant Death Syndrome

For more information on preservice classes and a schedule of when they will be offered, please call 410-313-1940 or visit [www.howardcountymd.gov/children](http://www.howardcountymd.gov/children). For information on Orientation classes and other licensing requirements, call OCC at 410-750-8771.

### Family Child Care - First Renewal Year:

- 3 hours training in each of 4 areas: Child Development, Mixed Age Groups, Health/Safety/Nutrition, Emergency Preparedness
- 6 additional hours of approved training in any area
- current First Aid and CPR certifications

For more information on training requirements, call your OCC Licensing Specialist, 410-750-8771.

### Family Child Care - After First Renewal:

- 6 hours training in Training Track I: Core of Knowledge or Track II: Administrative
- 6 additional hours of approved training in any area
- current First Aid and CPR certifications

For more information on training tracks and requirements, call your OCC Licensing Specialist, 410-750-8771.

### Child Care Center Staff

For current staff staying in the same positions:

- Aide/Assistant 6 hours per year
- Child Care Teacher 12 hours per year
- Child Care Director 12 hours per year

New hires and staff moving to new positions are subject to additional requirements. Please contact Joan Johnson, Technical Assistant, for information on specific requirements for each position: 410-313-1432 or [jmjohnson@howardcountymd.gov](mailto:jmjohnson@howardcountymd.gov).

### Grants and Financial Assistance

**Grant Funding Keeps Our Prices Low:** Many of our workshops are offered at a reduced cost thanks to grants from MSDE and MFN. Grant-supported workshops are indicated by an asterisk (\*) next to the price. Other financial assistance opportunities include:

The **Family Child Care Provider Grant Program** offers up to \$500 for training fees and start-up costs. Call your OCC Licensing Specialist at 410-750-8771.

**Scholarships may be available for eligible Howard County residents** through a partnership with Howard Community College. Scholarship opportunities include the 54-hour MMSR series, Family Child Care Initial Training, Maryland Credential Prep, and CDA Prep. Call 410-772-4049 for information.

If you have been in the child care field for at least 1 year, you can begin working towards the **Maryland Credential**. Credentialed providers can receive cash bonuses and up to \$400 per year for training reimbursements. 410-313-1432 for information.

**Training Classes are Tax Deductible:** Training costs can be listed as tax deductions on your federal and state income taxes.

### Training Calendar Codes

**Workshop Locations:** Most classes are in our OCS training room, but sometimes we use other spaces.

**OCS:** 3300 N. Ridge Rd., Suite 360, Ellicott City

**Bain Center:** 5470 Ruth Keeton Way, Columbia

**Gateway:** 6751 Columbia Gateway Dr., Columbia

Extension: 3300 N. Ridge Rd., Suite 240, Ellicott City

**Core of Knowledge Codes:**

CD: Child Development

COM: Community

CUR: Curriculum

PRO: Professionalism

HSN: Health/Safety/Nutrition

SN: Special Needs

**Ages:** Each workshop covers material that applies different ages of children. The Ages code indicates the ages that will be covered:

I/T: Infant and Toddler

PS: Preschool

SA: School Age

All: All Ages are included

**Workshop Levels:** A few workshops are intended for providers with specific levels of experience: **ALL** (All providers are welcome); **Initial Training** (Required for Family Care Applicants); **Beginning** (providers with 1 year or less of experience); **Intermediate** (a few years of experience); and **Advanced** (in the field for several years).

### Howard Community College Courses

HCC offers credit and non-credit classes for child care professionals, including the 45- and 90-hour classes required for some center staff. Classes are offered at the HCC campus in Columbia and at the Laurel College Center. For information on upcoming credit and classes, see [www.howardcc.edu](http://www.howardcc.edu). Scholarships are available in some cases; call Kristin Navarro at 410-772-4049 for more information.

Child Care Administration (Directors)	ONLINE	Mar 8 - Apr 19
Child Care Certification II: Curriculum	MWF 6:30 - 9:45 pm	April 12 - May 21
Child Care Certification II: Curriculum	ONLINE	April 13 - May 23
School Age Child Care: Curriculum	TTh, 6:30 - 9:45 pm	April 13 - June 10
Maryland Child Care Credential Prep	Wed 6:30 - 9:30 pm	April 21 - April 28
Infant and Toddler Care	TTh 6:30 - 9:45 pm	May 4 - July 1
Child Care Aide	Sat 9 am - 3:30 pm	May 15
Child Care Administration (Directors)	TTh, 6:30 - 9:45 pm	May 18 - July 6
Child Care Certification I: Growth and Development	MWF 6:30 - 9:45 pm	May 24 - July 7
English for Child Care Providers	Tues 6:30 - 9:45 pm	June 1 - June 22
Child Care Certification I: Growth and Development	Thurs 6:30 - 9:30 pm	June 3 - June 17

## Registration and Participation Policies

- **Registration is on a first-come, first-served basis.** Confirmation notices will be e-mailed to those who pre-register. If you do not receive a confirmation email, please contact 410-313-1940 to confirm that your registration has been received.
- **Pre-registration is required** for all workshops. We must receive your registration before the workshop date. **Same-day registrations** may be accepted by phone before 4 pm on the day of the workshop if space permits; call for information on space availability. Same-day registrations will be charged a \$10 fee in addition to the cost of the class. **Walk-ins will not be accepted.** Please do not expect to walk-in to any workshop unless your attendance was approved by OCS staff before 4 pm.
- **Payment Types and Fees:** You may register online (credit cards only), by phone (credit cards only), by mail (credit card, check, or money order), or in person at our office (credit card, check, money order, or cash). Credit card charges will appear on your statement as Howard County Gov. There is a \$25 service fee for returned checks. A service fee will be applied to all refunds with the exception of those due to OCS cancellation.
- **Change or Cancellation of a Class & Refund Policy:** If you cannot attend a workshop you have registered for, notify us at least 24 hours in advance in order to receive credit for a future workshop. Credits will expire 12 months after they are created. Refunds will not be given unless OCS cancels the workshop. OCS reserves the right to change the location or instructor of a workshop when necessary. If a workshop is cancelled due to weather, instructor illness, etc., participants will be notified by phone by 3 pm the day of the workshop. When the weather is in question, call 410-313-1767 to learn the status of the workshop. If possible, we will reschedule the class and make an attempt to notify all registered participants by phone and/or e-mail.
- **Late Arrival to Workshops:** Workshops begin at the time stated in the calendar. Plan to **arrive 10 – 15 minutes early** to sign in. If you arrive after the workshop begins, you may stay for informational purposes only. You will not be eligible for a certificate, a refund, or credit for the workshop cost. Instructors may choose to deny entrance to participants who arrive after the class begins.
- **Assessments and Certificates:** Trainers will administer assessments in written or verbal form at each workshop. **Certificates will be mailed to participants** after their assessment scores have been validated, usually within two weeks. No certificates will be distributed at trainings. All workshops are open to the public and are approved by OCC under training license CKO-3733.
- **Replacement Training Certificates** must be requested in writing and a \$5 fee per certificate will be charged.
- **Workshops are designed for adults only;** please make proper child care arrangements in advance.
- **Need special accommodations?** Call 410-313-1940 in advance if you will need assistance at the workshop.

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### Office of Children’s Services Workshop Registration Form

or register online at [www.howardcountymd.gov/children](http://www.howardcountymd.gov/children)

<b>Name</b>		<b>Mailing Address</b> (must match your credit card billing address)	
<b>Daytime Phone</b>		Street Address:	
<b>Email Address</b> <small>(confirmations are emailed)</small>		City, State, Zip:	
<input type="checkbox"/> <b>Family Child Care</b>		<b>Date of Birth</b>	
<input type="checkbox"/> <b>Parent</b>		<input type="checkbox"/> <b>Center/Preschool:</b> _____ <input type="checkbox"/> <b>Head Start</b> <input type="checkbox"/> <b>Other:</b> _____	
<b>Date of Workshop</b>	<b>Title of Workshop</b>	<b>Cost of Workshop</b>	
<b>Payment By</b> <b>Check or Money Order</b> Enclose your check or money order made out to Director of Finance.	<b>Payment By Credit Card</b> Card Number: _____ Expiration Date: ____ / ____ Name on Card: _____ <small>(Billing address must match your mailing address above.)</small>		<b>Total Payment</b> \$ _____ <b>Mail to:</b> Howard County OCS 3300 N. Ridge Rd. Suite 380 Ellicott City, MD 21043

**Howard County Office  
of Children's Services**

3300 N. Ridge Rd Ste. 380  
Ellicott City, MD 21043  
Phone: 410-313-1940  
[www.howardcountymd.gov/  
children](http://www.howardcountymd.gov/children)

Email: [childcare@  
howardcountymd.gov](mailto:childcare@howardcountymd.gov)

Open 8:00 to 5:00  
Mon - Fri

LOCATE: Child Care  
410-313-1930  
9:30 to 3:30 Mon - Fri



Member agency of  
the Maryland Child Care  
Resource Network with  
funding provided by the  
Maryland State  
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distribute this publication.  
Available in alternative  
formats upon request.

## Need help with a child in your care? Get help from **The CARE Center**

The CARE Center can help you work with children in your child care program who are having behavioral or emotional difficulties. Learn how to help a child who:

- seems anxious or fearful
- has trouble following directions
- has problems sharing
- is hard to soothe or comfort
- bullies or bites other children
- has trouble forming relationships



### CARE Center services for child care professionals can include:

- Advice and resources by phone
- Support and intervention for you and the child's family
- On-site observation and consultation for challenging behaviors
- On-site training for program staff or reduced-cost training for family providers
- Specialized services for Spanish-speaking children and families

## 410-313-CARE (2273)



Howard County Office of Children's Services  
3300 N. Ridge Rd., Suite 380  
Ellicott City, MD 21043

The Nest  
and Training Calendar  
April, May, June 2010

PSRT STD  
U.S. POSTAGE PAID  
Ellicott City, MD  
Permit No. 112

**register Online!**

[www.howardcountymd.gov/children](http://www.howardcountymd.gov/children)